

## ADDENDUM #2

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**1. Title** Information Technology Staff Augmentation and Project Delivery Services

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**2. Questions and Answers** Unless otherwise specified, capitalized words and terms have the meaning set out in the RFSA.

This question and answer section is provided in response to questions received from Suppliers for the above-noted RFSA, and does not amend the terms and conditions of the RFSA.

**Q1. We request an extension to the Proposal Submission Deadline due to the large effort required to prepare a compliant response.**

A1. Please see Addendum #1, which includes the amended Proposal Submission Deadline.

**Q2. Where a Reference Engagement effectively spans multiple Service Categories would CDIC accept the same reference client but with details amended in the Reference Engagement Form to reflect the specific category?**

A Reference Engagement may have multiple workstreams and given the evaluation methodology and word limits in the Reference Engagement Form (section 4) can a Supplier provide the same client reference but with different details for each applicable category on separate Reference Engagement Forms, targeted to particular Service Categories to enable effective evaluation by CDIC?

Consider as examples:

- i. Under Service Stream #1, a Reference Engagement could include Service Categories such as: Advisory Services, Project Management, Cyber Security, Enterprise Technology, Agile Application Delivery and Application Development. Various of the 41 Roles listed would apply under each Service Category and the same Roles could apply to multiple Service Categories.
- ii. Under Service Stream #2, a Reference Engagement could include Service Categories such as: Strategy, Architecture, Security and Risk and Infrastructure.

A2. Please see the amendment made to Section 1.4 of Appendix "C-2" (Reference Engagement Form Requirement) of the RFSA, in Addendum #1, which provides as follows:

“A Supplier may profile the same Engagement for more than one (1) Service Category. However, each of the three (3) Reference Engagement Forms submitted for a Service Category must be for different Engagements. For greater clarity, an Engagement may only be profiled once for a particular Service Category being offered. If the Supplier does provide/profile the same Engagement more than once for a particular Service Category, its offer for that Service Category will be disqualified.

Suppliers are advised that if they profile the same Engagement for more than one (1) Service Category in their Proposal, the details of the Reference Engagement Form should be relevant to each Service Category for which the Reference Engagement Form is provided. **Simply “copying and pasting” the details of the Engagement and/or providing the same Reference Engagement Form for more than one (1) Service Category with no clear changes** made to address the requirements of the Service Category for which the Engagement is provided, may lead to a lower score for any such Service Category being offered.”

**Q3. Would CDIC please be able to provide what their average annual spend has been on staff augmentation services?**

A3. Previous annual spend for similar types of Services is as follows, which CDIC also anticipates will be the approximate annual spend under this Supply Arrangement for each Service Stream:

- a) Service Stream #1 (Staff Augmentation Services): \$5.0 M
- b) Service Stream #2 (Project Delivery Services): \$3.4 M

As per Section 16, No Guarantee of Volume of Work or Exclusivity of Contract, of the RFSA, CDIC makes no guarantee of the value or volume of work SA Holders may receive through the Supply Arrangement. The value and volume of Services, if any, acquired will depend on a variety of factors including annual budgetary approvals.

**Q4. Recognizing that volumes are not guaranteed, could you please provide an estimate of the total volume of requests expected under this RFSA, either by number of resources or budget? While I understand this may be difficult to assess and/or this is information not typically provided, the detail required by the RFSA is substantial and vendors should be provided with some indication of the volumes to ensure that the effort involved in responding is commensurate with the opportunity for future work.**

A4. Please see answer to Question #3, above.

**Q5. In addition to total volumes, would it be possible to have an estimate of the volume of requests for each Service Stream/Category combination. We understand there is anticipated to be 12 projects per year under Service Stream #2, but apart from that, we have not found any other details.**

A5. Please see answer to Question #3, above.

**Q6. Could you please confirm our understanding that there is no limit to the number of vendors who may be qualified in each Service Stream and Category?**

**Specifically, could you please confirm that any vendor who is found technically responsive in each Stream/Category combination will be awarded an agreement?**

A6. There is no limit to the number of Suppliers that may be qualified under each Service Stream and/or Service Category.

As per Section 10, Evaluation and Selection, of the RFSA, Proposals will be evaluated in accordance with the competitive process set out in Schedule "B" (Evaluation and Selection Process), leading to the selection of successful Suppliers, each to enter into a Professional Services Agreement with CDIC to become SA Holders.

**Q7. Can CDIC indicate how many firms are intended to be qualified on this RFSA per Service Stream?**

A7. Please see answer to Question #6, above.

**Q8. Can CDIC please further elaborate on how the completed Schedule "C" (Technical Offer) will be evaluated and how that evaluation and the financial submission factors into the overall evaluation of the RFSA response?**

A8. The Proposals, including Schedule "C" (Technical Offer), will be evaluated in accordance with the competitive process set out in Schedule "B" (Evaluation and Selection Process).

Appendix "D-1" (Financial Offer for Service Stream #1) is only required for Suppliers submitting for one or more Service Category under Service Stream #1.

For greater clarity, pricing will not be evaluated, but will form part of any Professional Services Agreement entered into with an SA Holder. Additionally, only SA Holders that have provided a rate for a particular Role may be qualified for that Role under a Service Request.

**Q9. Can CDIC please further detail the post contract award Task Authorization process. Assuming that multiple firms will be awarded Service Agreements, how will the list of firms be selected to respond for a specific Task Authorization?**

- A9. The Service Request process is described in Section 4, Service Request Process, in Schedule "A" (Statement of Work), of the RFSA, for information purposes only, and may be amended from time to time, at CDIC's sole discretion.

All Services to be completed under the Supply Arrangement will result from a Service Request process. Upon written acceptance by CDIC of an SA Holder's response to a Service Request, the SA Holder will be authorized by Task Authorization to proceed with the delivery of Services in accordance with the agreed upon Service Request response.

CDIC will issue a Service Request to one or more SA Holders describing the requirements of a specific engagement, including the required timeframe to respond and requesting the SA Holder to propose appropriate personnel to provide the Services. The number of SA Holders invited to bid on an engagement is determined by the dollar value of the engagement.

Only SA Holders on the Supply Arrangement will be notified of any engagements, be issued Service Requests, and be eligible to respond to Service Requests. If an SA Holder responds to a Service Request, it will do so at no charge to the CDIC.

- Q10. Will CDIC publish the list of potential respondents to the RFSA as well as the final list of approved Suppliers?**

- A10. CDIC will publish the list of SA Holders in the same manner as the RFSA.

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**NOTE:** Suppliers are advised that CDIC will be posting additional addendum documents, which include questions and answers, prior to the Deadline for Response to Suppliers Questions.

**[END OF ADDENDUM #2]**